STATE OF TENNESSEE
DEPARTMENT OF HUMAN SERVICES
www.state.tn.us/humanserv/
CITIZENS PLAZA BUILDING
400 DEADERICK STREET
NASHVILLE, TN 37248
Telephone 615-313-6693   TTY 1-800-270-1349
Fax 615-532-9956

PHIL BREDESEN
Governor

VIRGINIA T. LODGE
Commissioner

<u>**MEMORANDUM**</u>   **CACL Bulletin: 10-004**

TO: Child and Adult Care Licensing Staff and Partners
              All Licensed Child Care Agencies

FROM: Lois Barrett Luke, Director, Child and Adult Care Licensing

DATE: September 9, 2010

RE: Redacting Information from Child and Adult Care Licensing Files

Child and Adult Care Licensing records, both electronic and paper files, are public records pursuant to the Tennessee Public Records Act, T.C.A. §§ 10-7-503 et seq. Public records are records of the Department that must be open to inspection by the public (parents, media, providers, partners and more).

Confidential information is not subject to public review and must be redacted from the record. Before a licensing file can be reviewed based upon a public records request, the following information must be redacted:

➢ Names and identifying information of alleged victims and perpetrators of abuse or neglect;

➢ Any attorney work product, i.e. legal referral forms;

➢ Correspondence, including email, to and from attorneys and case conference notes;
➢
➢ Names of reporters of suspected abuse or neglect;

➢ Information related to or required for the protection of any person from the threat of domestic violence, i.e., names of persons staying in a shelter, addresses of domestic violence shelter; and

> ➢ Internal Revenue Service (IRS) taxpayer identifying information, i.e. Federal Employer Identification Numbers (FEIN) and Social Security Numbers.

Information must be redacted by completely marking through the text with a wide tipped black permanent marker then photocopying the original.

For questions or additional information, please contact Lois Barrett Luke, Licensing Director.

LBL:jv